



Office of the Board of License Commissioners

16650 Crabbs Branch Way • Rockville, Maryland 20855 • 240-777-1999

Sample Security Plan

(Required for outdoor events that expect 500 people or more daily)

To: Special Class C One Day Alcoholic Beverage License Applicants

From: Dennis Theoharis
Executive Director, Office of The Board of License Commissioners

Re: Sample Festival Security Plan

The following information is a "Sample Security Plan" for a festival that was held at the Montgomery County Fairgrounds that anticipated a crowd of 3,000 people.

- Secured by Protective Services, (www.protectiveservices.com), (000) 000-0000, License ID #12-1000. Officers are experienced in crowd control techniques, security detail and all aspects of law enforcement. See the attached description of Protective Services for more information on experience.
- Number of Officers that will be hired for this event is 25.
- Officer Assignments: 4 Main Entrance; 1 Artist Entrance; 2 Stage, 4 Beer Gardens, 14 Floaters.
- Beer will be sold at the two beer locations. Two officers will check for ID at each location. Officers will check IDs of all individuals before they can purchase beer tickets and before they enter the beer locations. Beer sales will be limited to three tickets per adult.
- All Officers and Key staff will have radios for communication.
- Emergency Medical Services will be requested at the event. EMS will serve as the first aid station.
- Key contact people for event:
Event Coordinator: (000) 000-0000 (First Point of Contact)
John Doe, Event Manager, (000) 000-0000
- Protective Services follows the same control and arrest procedures used by the Montgomery County Police Department. Disorderly and unruly attendees will be immediately escorted from the premises.
- In addition to the above safety measures, we will solicit the guidance of the Montgomery County Fire Department for emergency exit locations.
- Festival Layout: Please see attached map of festival design.

Should you have any additional needs, please contact me at (000) 000-0000 or (000) 000-0000. Thank you.

Attachments

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Festival Layout

